

Instructions for Service Academy Application

1. **Application Form** – Complete Application form online, print and attach a wallet-sized photograph. Your formal candidacy is established upon receipt of your completed application by Congressman Gibbs' Ashland Office. Please note that it is the responsibility of each applicant to initiate a pre-candidate file at each academy to which you are seeking a nomination.
2. **Recommendation Letters** – Candidates must submit four (4) recommendation letters. Two academic recommendations and two personal recommendations. For the academic letters, one (1) must come from a STEM (science, technology, engineering, mathematics) teacher(s). The other can be from a guidance counselor, or principal, etc. Then choose references such as a coach(s), employer(s) or religious community leader(s) etc. The recommendation form is attached. You must submit a written letter of recommendation, but the letter must include the information requested on the form. The Academy Selection Board will review only four (4) recommendations. All references should be from non-family members. See attachment #1.
3. **Academic Transcripts** – The official transcript must be in a sealed envelope with a signature across the seal. If you have already graduated from high school, in a addition to your high school transcript, please provide your college transcript and a current class schedule. Please include a copy of your attendance and disciplinary record. Academic requirements will differ depending on the Academy. Our academic requirements for applying are:
 - GPA: No minimum
 - SAT: 1100 and above
 - ACT: 23 and above
 - Be in the top 40% of graduating classIf you do not meet these requirements we still encourage you to apply. Appointments are based on "whole person" evaluations in which take into account more than academics.
4. **Standardized Test Results** – Please include your ACT and/or SAT scores in your application packet. Scores that appear on official high school transcripts are acceptable.
5. **Candidate Fitness Test** – Please provide a copy of your CFT. Copies may be faxed to my office at 419-207-0655 by academy representatives if you have taken the test at a Summer Seminar. If you did not attend a Summer Seminar, the test may be administered by liaison officers, your high school coach, or physical education teacher. Instructions for completion may be found on academy web sites. See attachment #2.
6. **Deadline** – Completed application packets must be received by Congressman Gibbs' Ashland office by **October 13, 2017**. No exceptions will be made.

Send all required information to:

Congressman Bob Gibbs
ATTN: Kyle Brooks
110 Cottage Street
Ashland, OH 44805



2017 Service Academy
Application Form
Congressman Bob Gibbs
110 Cottage Street
Ashland, OH 44804
419-207-0650

Tape Wallet Size
Photo Here

PERSONAL INFORMATION

Full Legal Name _____

Last 4 Digits of Social Security # _____

Permanent Address _____

City _____ State _____ 9 Digit Zip Code _____

Email Address _____ Twitter/Instagram Handle (Optional) _____

Home Phone # _____ Are You a US Citizen? Yes _____ No _____

Date and Place of Birth _____

Names of Parents/Guardians _____

Father/Guardian's Occupation _____ Phone _____

Mother/Guardian's Occupation _____ Phone _____

County or City Where Parents/Guardians Are Registered to Vote _____

Have you ever been charged with or convicted of a felony? Yes _____ No _____

If yes, please explain on a separate sheet of paper.

ACADEMIC INFORMATION

Currently Attending:

High School _____ Jr. College _____ 4-year College _____ Prep School _____

Name of High School _____ Date of Graduation _____

Name of College (if applicable) _____

Name of School Counselor _____

Grade Point Average – weighted _____ unweighted _____ Class Rank _____ of _____

SAT Scores V _____ M _____ W _____ ACT Scores E _____ M _____ R _____ Sc _____

* If you plan to take the 2017 October SAT, your scores will not reach our office in time for consideration.

ACADEMY PREFERENCES

Please rank your academies in order of preference. **1 being the most preferred, 4 being the least preferred.**
Please do not rank an academy unless you have applied with them or intend to apply with them.

_____ US Air Force Academy _____ US Naval Academy
_____ US Merchant Marine Academy _____ US Military Academy

I am seeking the following additional nominations:

Presidential _____ Vice Presidential _____ Sen. Brown _____ Sen. Portman _____

EXTRACURRICULAR ACTIVITIES AND HONORS

Please Select All Applicable Activities

| | |
|--|--|
| _____ Boys'/Girls' State | _____ School Band/Chorus |
| _____ Boys'/Girls' Nation | _____ School Newspaper |
| _____ Eagles Scout | _____ School Yearbook |
| _____ Boy Scout/Girl Scout | _____ Junior ROTC Officer |
| _____ Key Club | _____ Debate Club |
| _____ National Honor Society | _____ Foreign Language |
| _____ President/Officer of Class | _____ Hours Worked per Week (after school) |
| _____ President/Officer of Student Council | _____ Hours Worked per Week (summer) |
| _____ President/Officer of School Club | _____ Faith Based Organizations |
| _____ Academic Honors Club | _____ Civic Organizations |

Please Fill In Any Applicable Sports and Check Appropriate Participation Level

| <u>Athletics</u> | <u>Varsity</u> | <u>JV</u> | <u>Club</u> |
|------------------|----------------|-----------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

You are also encouraged to include a list of honors and awards or any other information you feel is pertinent to your application. This should be no longer than two pages.

INTERVIEW SCHEDULE

Interviews with Congressman Gibbs' Academy Nomination Selection Committee will be conducted in November of 2017. If selected for an interview, you will be contacted with the finalized day, and given a list of times to choose from.

ESSAY

Please write an essay of approximately 500 words on influences in your life and characteristics you possess that will make you successful at a service academy. This is your opportunity to tell your personal story to Congressman Gibbs' and his Academy Selection Review Board on why you should be appointed to an academy. Please include it, **typed**, in your mailed application.

SIGNATURE

Please read the following statement before signing the application:

I understand that attending a service academy requires a minimum of five years military service following graduation, and I am committed to that responsibility. I understand by completing the required documents it does not guarantee an interview. I understand that I will not be considered for a nomination if the required documents are incomplete or not received by Congressman Gibbs' Ashland office by the application deadline.

Signature of Applicant

Date

PRE-APPLICATION CHECKLIST:

- ☐ Completed and Signed Application Form Packet
- ☐ Wallet Size Photo attached to Application Form
- ☐ Four Personal recommendation forms/letters
- ☐ High School Transcript, College Transcript (if applicable), SAT/ACT Scores, and Discipline Records
- ☐ Candidate Fitness Test
- ☐ Extra-Curricular Activities Sheet
- ☐ All items in checklist mailed together in one packet

The deadline for completed application packets is **October 13, 2017**. No exceptions will be made. They must be received by **4:00 PM October 13, 2017** at Congressman Gibbs' Ashland office. Completed packets, including all attachments must be mailed to:

Congressman Bob Gibbs
ATTN: Kyle Brooks
110 Cottage Street
Ashland, OH 44805



Attachment #1 - Personal Recommendation Form

This form is to be completed by a teacher, school counselor/principal, religious leader, community leader, or employer who is familiar with the applicant's desire to attend a military service academy and his/her relevant qualifications.

To the recommender: The academies provide a college education and training for students to become commissioned officers in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best-qualified candidates. By law, all admissions materials must be shown to a student upon request. Each student must submit four (4) personal recommendation forms **and** letters, along with a complete application packet **by October 13, 2017**. Please keep this deadline in mind as you return this form/letter to the applicant, sealed in an envelope and signed across the flap. Please answer the questions asked on this form, while submitting the recommendation letter.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's talents, characteristics, strengths and leadership ability.
3. Does he/she possess the maturity to fulfill the commitments and obligations that accompany a service academy education?
4. How does the applicant handle challenging situations, criticism and/or failures?
5. Can you in good faith recommend the applicant to a service academy?

Please select the phrase that best applies to this applicant:

☐ Among some of the best young people I've
come to know

☐ Has great potential, but needs to be pushed to
complete tasks

☐ Stands out in graduating class or peer group

☐ Could work harder, gets by because of
talents/intelligence

Your Name (Printed) _____ Date _____

Your Signature _____ Title _____

Mailing Address _____

Telephone # _____ Organization _____



Attachment #2 – Candidate Fitness Test

Take this worksheet with you when you complete your Candidate Fitness Test. Have the examiner fill in all the information on the form (and make sure he/she signs and dates the form). Your examiner should be your high school PE teacher or coach. If you are home-schooled you may use your PE teacher (if not your parent), your ROTC instructor (if applicable), or your Military Academy Admissions Liaison Officer. Include this completed form in your application packet, due on October 13, 2017. **NO FAMILY MEMBER MAY ADMINISTER THIS EXAMINATION.**

1. Basketball Throw: record three attempts to the nearest foot:
1st attempt (in feet) _____
2nd attempt (in feet) _____
3rd attempt (in feet) _____
2. Pull-Ups/Flexed Arm Hang - Men must complete the pull-ups. Women may complete EITHER the pull-ups or flexed arm hang:
Pull-Ups (number completed) _____
Flexed Arm Hang (women only, number of seconds) _____
3. Shuttle Run: Record two attempts to the nearest tenth of a second:
1st attempt (seconds : tenth of seconds) _____ : _____
2nd attempt (seconds : tenth of seconds) _____ : _____
4. Modified Sit-Ups (number completed) _____
5. Push-Ups (number completed) _____
6. One Mile Run (minutes : seconds) _____ : _____

Examiner Information:

Name and Title _____

Phone Number _____

Email Address _____

Remarks (any unusual circumstances) _____

Signature

Date